



Department of Energy

Washington, DC 20585

February 4, 2000

TO: DISTRIBUTION

FROM: DAVID M. KLAUS /s/
DIRECTOR, MANAGEMENT AND ADMINISTRATION

SUBJECT: DEPARTMENTAL DIRECTIVES MANAGEMENT

I want to express my appreciation for your support of the Departmental directives system, and I am now asking for your continued support in making the system more efficient and effective.

In a December 22, 1999, memorandum to all Secretarial Officers and Field Office managers, the Deputy Secretary directed us to make a number of changes in order to improve the directives process. As a first step, he asked that we review the current inventory of directives in process and take steps to ensure that the sunset review process is working effectively.

I request that you conduct a review to determine if your organization owns any current, active directives that are in conflict with National Defense Authorization Act's provisions for the National Nuclear Security Administration (NNSA). These provisions take effect March 1, 2000 and we need to be aware of those directives requiring a change well before that time. Please contact Michael Kane (202) 586-5753 or Stephen Smith (202) 586-4539 with the results of your review before close of business, Friday, February 11, 2000.

Additionally, we will be sending you a memorandum soon that will ask for your attention regarding the sunset review process of the directives system. As described in DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, each Policy, Order, and Manual (except those specified in Chapter VI, Paragraph 4) must be reviewed every 2 years to determine whether cancellation, revision, or continuation is appropriate. Certain directives will expire 4 years from the date of issuance unless revised or continued by the Office of Primary Interest.

Please be advised that every directive must now also go through Field Management Council review after completion of the directives review process prior to publication.

Thank you for your assistance. I am confident that the directives process will work even more effectively and efficiently from this point on. I invite you to direct any comments or questions concerning directives (other than those regarding NNSA issues) to Susan Hargrove, Office of Management Operations and Support (202-586-4108)

Attached: Distribution List

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